



**DEPARTMENT OF GENERAL SERVICES
OFFICE OF PUBLIC SCHOOL CONSTRUCTION**

Employment Opportunity

Position: Assistant Executive Officer - State Allocation Board
(Exempt) Full Time
Salary: \$7984 to \$8634 per Month

Final Filing Date: March 4, 2011

The State Allocation Board (SAB) is currently recruiting for an executive level officer for the position of Assistant Executive Officer. This position requires extensive knowledge of school construction and legislation that affects school facilities. The Assistant Executive Officer is appointed by the members of the SAB.

Under the direction of the SAB, the incumbent will perform the following duties:

- Provide an independent resource and assistance with legislation and policy for SAB members, legislative and administrative representatives, and other interested parties in the State School Facility Program, the Charter School Program, the Critically Overcrowded Schools Program, the Deferred Maintenance Program, the Emergency Repair Program, and the State Relocatables Classroom Program, etc., administered by the Office of Public School Construction (OPSC) under the direction of the SAB. Also, serve as an advisor to the SAB legislative members and other interested parties.
- Brief the SAB members on activities of interest within the OPSC, the SAB Implementation Committee, and other interested parties' interest in the SAB directed programs.
- Act as a liaison between the State Allocation Board and the other primary State agencies involved in the programs under SAB jurisdiction, including but not limited to, the State Department of Education School Facilities Planning Division, the Division of State Architect and the Department of Toxic Substances Control.
- Provide assistance to the SAB members, legislators, school district representatives, and others with school facilities related issues affecting their constituency.
- Assist the OPSC in the development of policy and implementation of the various State school programs and the application of procedures and processing.
- Represent the SAB before State agencies, school district boards of education and other local entities, facilities advocacy groups, legislative committees, public administrative bodies, and other interested parties involved in the various State school programs under the direction of the SAB.
- Act as a liaison between the SAB and the OPSC by maintaining mutual communication with the Executive Officer and Deputy Executive Officer on issues concerning the SAB.
- Consult with and advise the Executive Officer and Deputy Executive Officer of the OPSC on matters related to implementation of the various State school programs and of all activities undertaken on behalf of the SAB.
- Chair the SAB Implementation Committee and, work with the Executive Officer, to present items to the Committee for deliberation and development of recommendations to be presented to the SAB.
- Reports to the chair of the SAB for routine administrative matters.
- Reports to chair of SAB for personnel related matters. The matters will be referred to SAB members by the chair as mutually agreed upon.

Desirable Qualifications:

The candidate for the position of Assistant Executive Officer should have:

- A strong background in public policy with specific experience in the School Facility Program, including school construction funding or comparable experience.
- Strong leadership talents and the ability and willingness to develop collaborative working relationships with school construction organizations, school district representatives and other governmental and non-governmental agencies.
- Recognized knowledge, skills and abilities to provide DGS/OPSC and SAB with high standards of customer service while ensuring compliance with regulations, assistance with legislation and policy development and implementation.
- The ability to interact with the SAB members, legislative and administrative representatives, and other interested parties in the State School Facility Program, as well as create effective solutions and maintain positive working relationships; resolve conflicts and mediate diverging interests as needed.
- The ability to represent the SAB before members of the Legislature, advisory and constituent groups.
- A personable and professional demeanor.
- A Bachelor's Degree from an accredited four-year university, with concentration in the political science, construction management, public administration, or related field. A graduate degree is a plus. (Experience may be substituted for education.)
- Excellent writing, analytical and verbal skills.
- Extensive experience with the legislative process and in analyzing legislative bills.
- Exercise a high degree of initiative, flexibility, and confidentiality.

Where to Apply: Interested candidates should submit a State application (Std, 678), resume, writing samples, five work-related references, and a cover letter by **March 4, 2011** to:

**Department of General Services
Office of Public School Construction
Rebecca Peters, Human Resources
707 3rd Street - 1st Floor, Room 1-461
West Sacramento, California 95605**

All applications will be screened and only the most qualified candidates will be asked to attend interviews with the SAB. Candidates may be asked to complete a series of written responses for further evaluation. References will not be contacted until mutual interest has been established. Travel expenses for these interviews are the responsibility of each candidate. For further information regarding the Office of Public School Construction and the State Allocation Board, visit our web site at www.opsc.dgs.ca.gov. If you have any questions or would like to discuss this dynamic opportunity to work with the DGS/OPSC and serve the SAB, please contact Rebecca Peters, Human Resources Manager at (916) 375-4798.